

CALIFORNIA STATE LIBRARY
Sacramento

**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
PROGRAM**

**GUIDELINES FOR DEVELOPING
LSTA GRANT PROPOSALS**

NOTICE

These criteria are not priorities for grants and are not an invitation to apply in the subject areas described. They are intended as guidelines for applicants who elect to submit proposals in any of the areas. Priorities for LSTA are announced separately by letters of invitation or other communications from the State Library.

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CRITERIA FOR ELIGIBILITY TO RECEIVE GRANT FUNDING

All libraries applying for LSTA funds must meet the following criteria. Partial compliance with the criteria does not imply a guarantee of eligibility. Meeting the eligibility criteria does not guarantee an award of a grant because the project must still qualify for LSTA funds under criteria for acceptability and allowability described in the application materials. State Library staff evaluate grant proposals and applications and make grant awards through established procedures. Applicants unsure of their eligibility or of qualification of a project are encouraged to contact the State Library for a determination prior to developing a proposal.

Eligibility standards for libraries to receive Library Services and Technology Act (LSTA) funds are two tiered: federal and state.

I. FEDERAL

For purposes of LSTA eligibility, the State Library complies with the definition of a library or library consortium specified in federal law.

THE LIBRARY SERVICES AND TECHNOLOGY ACT (20 USCA Sec. 9101-9176, Ch. 72 - MUSEUM AND LIBRARY SERVICES). SUBCH. II, Sec. 9122. DEFINITIONS.

As used in this subchapter:

...

(2) LIBRARY

The term "library" includes—

- (A) a public library;
- (B) a public elementary school or secondary school library;
- (C) an academic library;
- (D) a research library, which for the purposes of this subtitle means a library that—
 - (i) makes publicly available library services and materials suitable for scholarly research and not otherwise available to the public; and
 - (ii) is not an integral part of an institution of higher education; and
- (E) a private library, or other special library, but only if the State in which such private or special library is located determines that the library should be considered a library for purposes of this subchapter. [SEE II.C. BELOW]

(3) LIBRARY CONSORTIUM - The term "library consortium" means any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

II. STATE

For purposes of LSTA, the State Library has discretion with regard to the eligibility of applicants, the qualification of projects, and the award of LSTA funds. The Library of California (LoC) criteria are used as general guidelines but are modified and extended for LSTA purposes as outlined below.

A. THE LIBRARY OF CALIFORNIA ACT. (Ed. Code, Title I, Div. 1, part 11, Ch. 4., Art. 1-8, Sec. 18800-18870). BASIC ELIGIBILITY STANDARD.

All libraries must meet the basic standard as defined in California law, Education Code Section 18830(a).

Article 4. Eligible Libraries

...a...library...meets the following eligibility standards:

- (1) A written explicit mission statement and service objectives.
- (2) A fixed location in California.
- (3) Established hours of service.
- (4) An organized collection of information and materials accessible for use by its primary clientele.
- (5) Designated, onsite, paid staff for library services. At least one staff person shall have a master's degree in library or information science or a California library media teacher credential issued by the Commission on Teacher Credentialing, but equivalent graduate education or demonstrated professional experience may be substituted for this requirement...
- (6) An established funding base.

The local board of governance or the appropriate administrative authority shall agree for each academic library, public library, school library and special library...shall agree not to reduce funding for library services as a result of...participation.

B. ADDED CRITERIA/SCREENING ELEMENTS FOR LSTA

In addition to the above, general criteria must be met by applicants or projects in which they are applicable:

(1) Materials created or acquired with grant funds are available for resource sharing (ILL, on-site inspection and use, photocopy in lieu of loan, fax or digital transmission, etc.).

(2) The applicant library is open to the public a set minimum number of hours per week on a regular basis that enables reasonable, convenient access by the public.

(3) For LSTA, a library having no graduate MLS librarian may be found eligible if staff possesses equivalent graduate education at a masters's level in a subject directly related to the mission and purpose of the library (e.g. a law library) or expertise in a specialized function of the project (e.g. library cataloging). Staff must be proficient in the operation of the library as demonstrated by sufficient years of pertinent professional experience as well as subject expertise.

(4) The acceptance of an entity for membership in a Library of California regional network is not a guarantee of eligibility for LSTA. Some libraries or information agencies as defined in the LoC may not meet LSTA eligibility criteria as applied by the California State Librarian.

C. SPECIAL LIBRARIES

1. Authority. Regarding the provisions of Sec. 9122(2)(E), above, the California State Library determines that an applicant library should be considered a library for purposes of LSTA funding eligibility. In addition to the LoC eligibility requirements, for LSTA the State Library defines a special library or similar information agency as follows:

“Special library” means a library/information center that is maintained by a parent organization to serve a specialized clientele, usually its own; or an independent library that may provide specialized information, materials and services in a specific subject area free (no basic user fees) to the public, or to a

segment of the public, or to other libraries. It is maintained by one of the following (list not exhaustive): an institution such as a private school or a hospital; a scientific or trade association, business or industrial corporation, government agency, research or educational institution, learned society, not-for-profit organization, professional association, museum, chamber of commerce, medical organization (hospital, etc.), or other organized group, and is characterized by its specialization and depth of subject coverage.

2. Archives and historical societies. Many archives and historical societies are too small or informally organized to be eligible for LSTA grants. Often they do not have resources that can be characterized as a library for LSTA purposes. Upon evaluation by the State Library the archive or society possessing an archive may be considered eligible for LSTA grants if the archival entity in fact meets the above criteria for a library recognized by LSTA. In some cases, in order to participate in an LSTA project, an archive may partner with a lead applicant that is an eligible library.

3. School libraries. To amplify the standard eligibility criteria, to be eligible for an LSTA grant an applicant that is a school must have:

- An existing school library (locally funded or other); it can be a public or private school
- A credentialed school library media teacher employed at the school or school district who will participate directly in the LSTA-funded project
- An existing library program with ongoing, assured basic financial commitment by the jurisdiction
- Assurance that no existing services will be diminished by grant money
- Approval of a school board, district superintendent, or appropriate educational authority to submit a proposal and accept a grant if awarded

For assistance in determining eligibility contact the LSTA Coordinator at the State Library.

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GENERAL GUIDELINES FOR AWARD OF LSTA GRANT FUNDS

These are general program priorities used by the California State Library in making LSTA grant awards. The list has evolved over several years; it is not in rank order. These guidelines influence the award of grants by the State Librarian.

- Preference is given to projects of direct service to people and their communities, either metropolitan or rural.
- Every consideration is given to projects in service to special populations, but this is not to the exclusion of projects benefiting state or local residents as a whole.
- Preference is given to projects that assist libraries to focus on important societal issues such as introducing children to reading, universal literacy for adults, increasing access to information, eliminating barriers to library service, and enabling persons of every age and social group to advance their knowledge and attain a better understanding of the use of libraries and their resources.
- Projects involving more than one library are encouraged. Multi-library and multitype library projects submitted under the Technology, Networking, and/or Resource sharing provisions of LSTA, however, are not necessarily given higher priority than worthy projects proposed by a single library.
- Collaborative, cooperative projects involving libraries of all types with other agencies are encouraged even if similar projects have been conducted elsewhere in the state.
- Preference is given to projects whose applicants demonstrate a commitment to the project, as evidenced in the amount of pre-planning, needs assessment, and matching/in-kind funding contributions.
- Projects expected to extend more than one year must be presented in annual increments with measurable objectives and sound evaluation plans for each proposed year of funding. However, there are no guarantees of continued funding. Projects are funded for one year at a time; and projects applying for continuation are evaluated in comparison with all other applications submitted within a given year.
- Jurisdictions with a history of inadequate management of previous projects and delayed or incomplete reporting may be denied future awards until an improvement in administrative practice can be demonstrated.
- LSTA funds are not used to support costs of ongoing library operations, which are considered a local responsibility.
- LSTA funds are not used to supplant functions or financing the support of which is a local library or parent organization's responsibility.
- LSTA cannot be used for library building, facility construction, establishing a new library, or major capital improvements to library facilities.
- Generally, LSTA will not be used in ways that duplicate or supplant other governmental or outside sources of funding, such as the Universal Service Fund ("E-rate") for telecommunications.

SPECIAL NOTE REGARDING PROPOSALS FROM SCHOOL LIBRARIES

SPECIAL NOTE REGARDING PROPOSALS FROM SCHOOL LIBRARIES

LSTA is intended primarily for innovation and demonstrations of library service. The following objectives and activities in grant proposals from school libraries/media centers are not qualified or are less competitive for LSTA:

- Acquisition or update of a basic school library or media collection
- Payment of salaries of school library staff
- Procurement of basic library equipment (e.g., shelving), basic library automation or technology (e.g., a circulation system or an online catalog), or basic school library supplies
- Networks of school libraries (telecommunications; automation systems, etc.)
- Training laboratories and computer laboratories
- Curriculum development except as related to the provision of library services
- Curriculum support (textbooks, etc.)
- Teacher training collections

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